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|--|---|--|--------------------------|
| <b>REQUEST FOR THE APPROVAL OF FORMS</b><br>[SEE FORMS REQUISITIONING PROCEDURE IN<br>REGULATIONS NO. 5-10 AND NO. 110-5-10]   |   | <b>THIS SPACE FOR RECORDS MANAGEMENT USE ONLY</b><br>APPROVED FORM TITLE<br><b>FITNESS REPORT</b>                                    |                          |
| COMPLETE IN DETAIL - SUBMIT IN ORIGINAL ONLY   |   | FORM NO.<br><b>37-189</b>  | CODE NO.<br><b>(4)</b>   |
| TO: Records Management and Distribution Branch<br>Room 126, Bldg. T-32   |   | THIS DATE<br><b>26 May 1954</b>  |                          |
| FROM: <b>OFFICE OF PERSONNEL -</b><br>(Office) <b>Plans, Research and Development Staff</b>  | NAME OF PERSON TO CONTACT<br><b>25X1A9a</b> | ROOM NO. AND BLDG.<br><b>2-D-14</b>  | TELEPHONE<br><b>3476</b> |
| <b>BASIC APPROVAL DATA</b>   |   |  |                          |
| BRIEF DESCRIPTIVE TITLE OF PROPOSED FORM<br><b>FITNESS REPORT</b>  |   | <input type="checkbox"/> NEW FORM<br><input checked="" type="checkbox"/> REVISION<br>ESTIMATED MONTHLY USAGE<br><b>2,000 - 3,000</b> |                          |
| FORM NO. OF EACH CURRENT FORM SUPERSEDED<br><b>Form No. 37-189 (1Mar54), 37-151 (May 52), 37-151A</b>  |   | SUPPLY OF CURRENT FORMS<br><input type="checkbox"/> TO BE USED<br><input checked="" type="checkbox"/> *NOT TO BE USED                |                          |
| UNIT, SECTION AND/OR DIVISION PROCEDURALLY INITIATING PROPOSED FORM OR MAINTAINING RECORDS THEREON<br><b>CIA Career Service Board and Plans, Research &amp; Development Staff, Office of Personnel</b>   |   |  |                          |
| OTHER INTERESTED OFFICES OR AGENCIES<br><b>All Agency components</b>   |   |  |                          |
| COORDINATED FOR STANDARDIZED APPLICATION<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  |   | CONCURRENCES (INTRA-AGENCY OFFICES OR OFFICIALS)<br><b>Promulgated by the CIA Career Service Board</b>                               |                          |
| INDICATE BRIEFLY WHAT THE PROPOSED FORM WILL ACCOMPLISH OR PROVIDE (ATTACH ONE COPY OF NEW OR REVISED PROCEDURE)<br><b>The proposed revision of Form No. 37-189, has been designed to provide a uniform personnel evaluation and rating instrument for application on an Agency-wide basis. This form supercedes the existing form No. 37-151, Personnel Evaluation Report, and other forms and procedures relating to the latter. Use of the proposed form will be effective 1 July 1954.</b> |   |  |                          |
| NO. OF COPIES PREPARED AT ONE WRITING  |   |  |                          |
| COPY   | ROUTED TO                                   | PURPOSE SERVED BY ROUTING  |                          |
| 1.   | (Orig.) <b>Office of Personnel</b>          | <b>Processing, review and record</b>   |                          |
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| 10.  |   |  |                          |
| METHOD OF WRITING <input type="checkbox"/> PENCIL <input checked="" type="checkbox"/> PEN <input checked="" type="checkbox"/> TYPEWRITER <input type="checkbox"/> OTHER (Specify)  |   |  |                          |
| TYPE OF FILE <input checked="" type="checkbox"/> FOLDER (PRESS FASTENER) <input type="checkbox"/> BINDER (3 RING) <input type="checkbox"/> VERTICAL <input type="checkbox"/> OTHER (Specify)<br><input type="checkbox"/> FOLDER (LOOSE OR STAPLED) <input type="checkbox"/> BINDER (POST) <input type="checkbox"/> VISIBLE   |   |  |                          |
| Remarks:   |   |  |                          |
| Office of Personnel<br>Forms Management Program<br><b>MASTER FILE COPY</b>   |   |  |                          |
| <b>13/26 MAY 1954</b><br><b>Harrison G. Reynolds</b><br><b>Assistant Director for Personnel</b><br>_____<br>Signature Telephone  |   |  |                          |

\*SUPPLIES OF OBSOLETE FORMS SHOULD BE FORWARDED TO THE SUPPLY DIVISION WITH FORM NO. 26-27, PREPARED IN TRIPLICATE